

REVISED MANUAL

OF THE EXECUTIVE COMMITTEE OF FOREIGN MISSIONS

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ADOPTED BY THE GENERAL
ASSEMBLY, MAY 26TH, 1915.



PRESBYTERIAN CHURCH IN THE UNITED STATES
EXECUTIVE COMMITTEE OF FOREIGN MISSIONS

NASHVILLE, TENNESSEE



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INTRODUCTION

The Executive Committee of Foreign Missions is appointed by the General Assembly, and is charged with the duty of organizing, maintaining, and directing the work of the Church in evangelizing her accepted share of the unevangelized in foreign lands. It is not an ecclesiastical body. It is the Board of Directors of the Church for her foreign work.

This Manual is prepared for the benefit of the Executive Committee, of missionaries on the field, of applicants for appointment to mission service, of Presbyteries and of church sessions. It is not a contract, for it may be found necessary from time to time, with the approval of the General Assembly, to modify or change some of the rules. It aims, however, to express in brief form such rules and suggestions as have been found necessary and helpful, and to set forth in general, the relations of the missionaries to the Executive Committee and to the Mission of which they are members. The relations of missionaries to the Executive Committee have always been of the most cordial and fraternal nature. It is important that they should always remain so, for the Executive Committee and the missionaries are but helpers of one another, and workers together in the common service of our Lord Jesus Christ and of his church. In order that this may be the case, the principles on which the work of the Executive Committee and the Missions are conducted should be expressed in rules which tend to promote regular and orderly procedure.

It is not forgotten that the spiritual aspects of the missionary work are to hold the foremost place in the thoughts and affections of all who engage in it. Nor is the fact overlooked that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of

the Executive Committee and its Executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness, and Christian love.

But experience has shown that the best way to secure these desirable ends, and to promote the work of our Lord, is to have certain well-defined and well-understood business policies. Missionaries are, therefore, urged to familiarize themselves thoroughly with the Manual, and to keep a copy of it at hand for constant reference. All newly appointed missionaries are required to accept these rules and regulations, and to agree, to the best of their ability, to strive for their orderly maintenance. Any questions not herein provided for will, as they arise, receive the careful consideration of the Executive Committee.

MANUAL

This Manual is for the guidance of the Executive Committee of Foreign Missions, of missionaries and applicants for appointment for missionary service, and of Presbyteries and church sessions.

I.

THE EXECUTIVE COMMITTEE.

Appointment.

1. The Executive Committee of Foreign Missions is appointed by the General Assembly of the Presbyterian Church in the United States, to which it is responsible, and to which it must report annually all of its acts and proceedings in the prosecution of its work. The terms of its members shall be three years. They shall be divided into three classes, so arranged that the terms of not more than one-third shall expire at one time.

Organization.

2. The Executive Committee shall meet statedly once in each month and at such other times as the exigencies of the work may require.

At its first stated meeting after the meeting of the General Assembly each year it shall organize by electing a permanent Chairman, a Vice-Chairman, a Treasurer, and such helpers as may be needed for the efficient conduct of the work in the office.

Duties.

3. The Executive Committee, in virtue of the authority conferred upon it by the General Assembly, directs and superintends the foreign missionary work in all of its departments, but exercises no ecclesiastical functions.

Salaries.

4. The Committee shall fix the salaries of the Secretaries, Treasurer and office helpers.

Appointment of Missionaries.

5. The Committee shall appoint missionaries, designate their field of labor, and determine their particular employment. In special cases it may issue a call to such persons as it may deem qualified and desirable, in a manner similar to the calling of a pastor by an individual church. It may transfer a missionary from one department of labor to another, having due regard, however, to the missionary's own views and preferences, and also to the advice of the Mission. It may also for sufficient reasons recall a missionary when the interests of the work demand it.

Literature.

6. The Committee is charged with preparing or procuring and disseminating such publications as may promote interest and effort in the cause of Foreign Missions. It shall prepare and publish such magazines or papers as the General Assembly may direct, and to this end it may, when necessary, obtain the services of a competent Editor, who shall be under the direction and control of the Executive Committee.

Funds.

7. The Committee shall receive, guard and disburse faithfully for the work, all funds contributed for that purpose. It shall, through its agents, take in charge and administer any property, in this or in foreign countries, that may be given or acquired for the advancement of its work; being careful to secure and preserve titles, contracts, leases, etc., which may affect the use of the property.

The Treasurer.

The Treasurer of the Committee shall be the custodian of the funds, and through him they shall be paid out. He shall also

keep the title deeds to property, and any bonds or securities belonging to the Committee for its work. The Treasurer shall give good and sufficient bond for the faithful performance of his duties, and shall report monthly the condition of the treasury.

THE SECRETARIES.

8. All Secretaries of Foreign Missions are elected by the General Assembly, unless the Assembly should direct otherwise. In case of the death or removal of any one of them for any cause, the Committee is to elect his successor until the meeting of the next General Assembly. The number and titles of the Secretaries shall be as the Assembly may direct, the general character of their work being indicated by their titles. The adjustment of their relations and the specific assignment of their work shall be by the Executive Committee.

The Executive Secretary.

There shall be an Executive Secretary, who shall be ex officio a member of the Committee, and who shall be responsible for the conduct of the office, directing its administration. He shall keep the Church informed through the press of the condition and needs of the work.

Other Secretaries.

To the Executive Secretary and to such other Secretaries as the Assembly may appoint shall be assigned the correspondence with the churches, with the missionaries and the Missions; with applicants for appointment to the work; the visitation of such applicants; and also the visitation of Synods, Presbyteries and churches, when in the judgment of the Committee such visitation may serve the interest of the Cause; the promotion of systematic mission study and of missionary zeal and liberality throughout the Church.

II. CANDIDATES.

Qualifications.

9. Qualifications for missionary service are both general and special.

General Qualifications.

The general qualifications are essentially the same as those which render a Christian worker useful and acceptable at home. They are:

(1) A genuine religious experience, manifested by self-sacrificing devotion to Christ and His cause; by love for the souls of men; by familiarity with and love for the Word of God, and by a habit of persevering prayer.

(2) Strong common sense; good intellectual ability, developed and disciplined by training; a reasonable facility in learning languages; aptness to teach; tact and adaptability, and the quality of leadership.

(3) A cheerful and hopeful spirit; a sympathetic attitude towards the people among whom he works; ability to work harmoniously with others; persistent energy in carrying out of plans; and ability to yield gracefully to the will of the majority.

(4) A sound physical constitution fitted to endure hardness, and not subject to any hereditary disease.

Since the missionary should be a living embodiment of Christianity, exemplifying it in his person as well as preaching it by his words, he should be a person of culture and refinement, neat as to his person and possessing the ordinary social graces. Any gift, talent or requirement likely to add to usefulness at home will add at least as much abroad. The work is so great, so difficult and far-reaching in its purposes and consequences, as to demand all that is best in the men and women who engage in it and the *very best* men and women that the Church can supply.

Special Qualifications.

Special qualifications for missionary work have reference to the department of service in which the missionary wishes to engage.

(1) The evangelistic missionary should be a regularly ordained minister with a full collegiate and theological training. In addition to the usual theological course it is very desirable that the evangelistic missionary should pursue some post-graduate study in the Bible and in special preparation for the work in the particular field to which he goes.

(2) The teaching missionary should have special training for such service; a thorough knowledge of the best approved methods of teaching and government and of child-nature, thought and life; some practical experience in teaching; a natural aptness to teach and the faculty of winning the affection of pupils.

(3) The medical missionary should be a graduate of a reputable medical college; and in addition should have at least one year's experience as assistant in a hospital; or its equivalent in actual practice. He should have such experience in the practice of surgery as will make it safe for him to undertake independent surgical work on the foreign field.

(4) Industrial missionaries should have such training and experience as will enable them to train others to do efficient work along their special lines.

(5) Unmarried women other than trained nurses should have the equivalent of an A. B. or B. S. degree from some reputable college, and also in addition to that at least one year of special training in the Bible and in the special line of work to which they have been appointed. It is also desirable that they should be at least twenty-four years of age before going to the field. It is necessary that trained nurses should have academic training at least equal to graduation at a good high

school. In addition to this they should have the full Nurses' Training Course at a reputable hospital and should successfully pass the usual examination before the State Board of Examiners before going to the field.

(6) All unordained missionaries are expected to make all of their work, whatever its special form may be, subservient to the one great end of giving the gospel to the native people. It is necessary therefore that they should have such training in the Bible and such familiarity with the doctrines and standards of the Church as will enable them effectively to accomplish this great aim of their work. A course of one year of special Bible study, either at some approved training school or under some approved teacher is required of all unordained missionaries.

(7) Experience has shown that after thirty years of age; except for those who have special linguistic gifts, languages are hard to acquire. Therefore, except in extraordinary circumstances, applicants beyond that age will not be appointed.

Owing to the risk to the lives of children taken from this country to the mission field, the appointment of married people with children should only be made in rare and exceptional cases.

10. It is necessary for the wives of missionaries to be selected as carefully as their husbands. Should they be feeble or irritable or discontented they will handicap their husbands and the work will be impeded. Should their health fail it will be necessary for the family to return home. They should be qualified in all respects for a life of high missionary service. In view of their domestic duties they are not expected to render full missionary service except as such service may be implied in the establishment of a Christian home. They are expected, however, to do what they can to promote the general work.

Applications.

11. In view of the varied and solemn responsibilities of missionaries, and the serious consequences to the Church, to the work, and to the individual of a possible mistake in so impor-

tant a matter, the Executive Committee regards itself bound, before appointing any person, to obtain as full a knowledge as possible of the applicant's character and qualifications for the particular work in which he seeks to engage. Candidates in their applications are earnestly entreated to exercise the greatest carefulness, to be conscientiously accurate in statement. All such communications will be regarded as strictly confidential by the Executive Committee.

It is desirable that applications for appointment should be made at least one year before departure for the field. It is not necessary to designate the field in which a missionary is to labor, nor the time of departure, when the appointment is made. These details can be settled by correspondence with the office.

In making application for appointment, the applicant should write personally to the Committee, requesting the blank forms which are to be filled out and returned. These forms consist of (a) Preliminary Information, (b) Personal Physical Report, (c) Medical Certificate, to be filled out by a physician designated by the Committee, (d) Life sketch and photograph, (e) Testimonials from those who are in a position to know of the applicant's character and attainments.

From these papers the Committee will receive information as to the applicant's age, native place, residence, early education, previous and present employments, state of health and physical condition, expectation of going to the field married or single, preference for a particular field of labor, with reasons therefor, religious experience and motives for seeking the work, experience and success in work for the Lord at home, and in case of teachers, medical missionaries, or other unordained workers, their experience and success in their profession, the training they have had, together with such other items as may be desired.

Testimonials.

12. In the Preliminary Information paper and in the Life Sketch the applicant is asked to give the names and addresses,

and the relation which each sustains to the applicant, of a number of persons of character and intelligence who have had the opportunity of knowing the applicant intimately, and to whom the Candidate Secretary may write for specific and confidential information concerning the character and qualifications of the applicant for the particular work for which he seeks appointment.

These names should include the pastor, the family physician, or one who has been in attendance, instructors, fellow-students, and others who are qualified to judge of the fitness of the applicant.

Justice and kindness alike require that in all cases these testimonials should be full, discriminating and impartial. They should be sent directly to the Executive Committee by those who write them and they are to be held as private and confidential.

No appointment shall be made without at least one previous personal interview with the Secretary having in charge the correspondence with candidates.

Before any appointment is made the Committee must receive official information that the proposed missionary, if ordained or to be ordained, has, upon full knowledge as to his fitness and call to the work, been recommended for appointment as a foreign missionary by his Presbytery. And in the case of one unordained that he or she has, upon like knowledge and information, been recommended by his or her church session and has subscribed to the standards of our Church.

Presbyteries and sessions should give such recommendation only to those whom they would select and be willing to support, if able to do so, as their own representative.

Medical Certificate.

There must be satisfactory certificates from two physicians of skill and ability witnessing to the applicant's physical health and fitness for the work. It is desirable that one of these physicians should have had opportunity of knowing the applicant's

physical history. The other should be a physician specially appointed by the Committee and who has accepted such appointment as his official responsibility. The physical examination must be careful and thorough, and a full report sent to the Committee on the blanks furnished from the office. In doubtful cases the applicant may be required to be examined by the Committee's physical examiner in Nashville. None will be appointed who would not be recommended to a reputable Life Insurance Company.

Appointment.

13. When the preceding requirements have been complied with, and, after a month's consideration, the Executive Committee is assured that the applicant is eminently fitted for the work, the appointment will be made.

When an appointment is made, it shall be understood to be for life, subject to the developments of Providence, except that in special cases, the Executive Committee may make contracts for a term of years with teachers and other helpers, in its discretion.

14. It is the standing rule of the Executive Committee not to pay any part of the expenses incurred in the regular course of preparatory study, whether theological, medical, or other. In some cases, however, upon recommendation of this Committee the Executive Committee of Christian Education will aid candidates during their course of preparation.

Candidates who have received their appointment cannot expect payment for their expenses or support from the Executive Committee until they actually, and by its direction, enter upon its service.

When deemed expedient, the Committee will exercise the right to employ those under appointment as agents for the purpose of introducing them in the most acceptable manner to congregations, of interesting the people in behalf of missions, of promoting their own zeal in the Cause, and of acquainting

them with the Committee's method of operation, and the obstacles with which it is obliged to contend in supporting the work of Foreign Missions. In all such cases, the duties will be assigned by the Committee, and proper allowance will be made for the services performed and the expenses incurred therein.

15. When a candidate has received official notice of his appointment, if he is not already ordained, it is left with himself and his Presbytery to arrange for his ordination. It is desirable that the time, place, and all the circumstances should be such as, in the highest degree possible, to awaken and increase interest in the cause and work of missions.

16. All missionaries accepting appointment are expected to acquaint themselves with the provisions of this Manual, and to consider themselves bound by its rules, so long as they retain their connection with the Executive Committee or any of its Missions.

III.

MISSIONARIES.

17. All persons regularly appointed by the Committee to life service in the foreign field are called missionaries. Missionaries are classed as Ordained, consisting of all ordained ministers of the gospel engaged in missionary work, and Unordained, consisting of teachers, physicians, unmarried women and wives of missionaries, nurses; industrial workers, or any others engaged in missionary work without ordination.

Duties.

18. An ordained missionary is regarded as an evangelist in the scriptural sense of the term. He receives ordination from his Presbytery and retains his ecclesiastical connection with that Presbytery though laboring in the foreign field. He may, however, by special permission of the General Assembly and of his Presbytery, transfer his membership to a Presbytery in the foreign field. In such cases, so far as his work is concerned, he

is still a missionary of the General Assembly and remains under the general direction of the Executive Committee and of the Mission of which he is a member.

His functions are to preach the gospel; to found churches; to aid by way of advice in forming Presbyteries when the native churches are prepared for it; to translate the Word of God; to train ministers and other workers; to exercise discipline when there is no church court in his immediate field by which it may be exercised; and to do whatever else may be necessary to the promotion of evangelical religion and the organization and establishment of the church in his field.

Unordained Missionaries.

19. The duties of unordained missionaries in their several departments are under the general direction of the Mission.

Assignment of Field.

20. When an appointment is made, the missionary shall hold himself or herself in readiness to receive the instructions of the Committee. The time of going to the field is to be determined by the Executive Committee. The necessary arrangements for travel will be made by the Treasurer of the Committee.

The assignment of missionaries by the Committee is usually to a mission, due regard being paid to the missionary's preference and fitness for the work. For sufficient reasons, however, the Committee may assign a missionary to a station or to a specific work; but the work of missionaries so assigned may be changed by the Mission should a change of circumstances so require.

Passports.

21. Passports are not absolutely necessary for all countries. As exigencies may arise in any foreign country, however, when a passport would be of service, all missionaries are instructed to procure them. A blank for this purpose will be forwarded to persons under appointment when their field is designated.

Outfit.

22. Each new missionary going to the field will be granted a special appropriation of \$25.00 for the purchase of books. When necessary a special appropriation of \$50.00 for clothing will be granted.

The Committee provides for each missionary or missionary family a residence supplied with the necessary heavy furniture. Allowance for furniture will be made only when necessary. The amount allowed for such furniture shall not exceed \$75.00 for a single missionary and \$200 for a married couple. All such furniture purchased by the funds of the Committee is for the use only of the missionary, and should be left when he removes for his successor.

Medical Outfit.

Medical missionaries when appointed should report to the Committee what surgical outfit they have for use on the field. In cases where this outfit is not sufficient for independent surgical work it will be supplemented by the Committee, the amount to be expended for this purpose to be determined in each case by the Committee after conference with the missionary. On withdrawal of missionary physicians from the work all medical and surgical outfits purchased with the Committee's funds shall be turned over to the station treasurers to be held subject to the Committee's instruction.

Outfit lists indicating articles most needed on the field have been prepared by the several missions, copies of which will be sent to the persons appointed when assignment is made to their particular field. The Committee will be responsible for purchases made of things mentioned in these lists only to the amounts mentioned above. Much of the outfit can often be purchased on the field.

Whenever possible it is expected that the cost of providing the outfit be met by the family or friends of the outgoing missionary. Parents who would have aided their children with

funds to commence housekeeping after marriage, or to start them in business, had they remained in this country, will surely not withhold such aid, when and because they become foreign missionaries.

Traveling Expenses.

23. The Committee pays the expense of the journey from the home of the missionary to his station, or vice versa, by the most direct route. If any missionary wishes to deviate from this route and there be no valid reason to the contrary he shall receive a sum equal to the expense of the direct journey as estimated by the Committee at the time. The expense is based upon the shortest and least expensive route and is not intended to include items of emergency beyond those incident to delays from disarranged service. In case of deviation from the direct route or delays, the additional expense of which is assumed by the missionary, the time thus consumed will be taken into consideration in fixing the date at which home salary shall begin or end.

Freight and Customs.

The Committee pays freight on goods for outgoing new missionaries to the extent of three (3) tons ship measurement for each missionary, 120 cubic feet, and customs duties and insurance on a sum not to exceed \$500.00 valuation.

Each missionary is allowed one hundred (100) pounds of baggage in excess of the amount carried free by the railroads, from his home to the place of embarkation. The usual allowance by steamship companies is 350 pounds in Trans-Pacific Steamships. Other countries vary and allowance is according to actual need.

Arrival on the Field.

24. Upon arrival within the bounds of the Mission to which he or she has been assigned, the missionary shall report at once

to the Secretary or other officer of the Mission, and shall be subject to all the laws and regulations established for the government of the same.

The missionary shall also furnish the Treasurer of the Mission with a statement of all money received for traveling expenses, and a detailed account of expenses actually incurred for the journey, with vouchers when possible. This account shall be carefully examined by the Treasurer of the Mission and a copy duly attested, together with his report thereon, shall be sent by him at once to the Treasurer of the Executive Committee.

Salaries.

25. All salaries of missionaries shall be fixed and regulated by the Committee and in like circumstances and conditions shall be equal. Salaries may vary in different countries, however, according to differences in the cost of living. In determining the amount of salary to be paid in any country the Committee is guided by the representations made by the missionaries on the ground and the amount may change with changing circumstances.

The Church in the prosecution of this work aims simply to enable the missionary to do his work efficiently. She proposes, therefore, to give him what may be regarded as a comfortable but economical support—such as will free him from anxious care for his temporal needs that he may give himself wholly to the work of the Lord.

In addition to the salary, a house is provided. If the Executive Committee owns no house at the station to which the missionary is assigned, a sufficient allowance is made to each missionary for house rent.

Children's Allowance.

26. A specific allowance of \$100.00 per annum is made for each child under ten years of age, and of \$125.00 for each child over ten and under twenty-one years of age. For each child

at boarding school and not living in the parents' home, whether in this country or on the field, an allowance of \$200.00 is made.

Remuneration for Outside Work.

27. The missionary while in connection with the Committee will give his time and strength to the work of Foreign Missions under the general direction of the Mission, and in accordance with the provisions of the Manual. If, with the express sanction of the Mission and the Committee, he shall temporarily undertake work not under the care of the Committee, any sum of money paid for such work shall be turned into the treasury of the Mission and reported to the Committee, except with the approval of the Mission and the explicit consent of the Committee to the contrary. Where the regular work is a source of revenue, such as medical fees, etc., the amount received shall be similarly reported.

Missionaries on furlough shall report any funds received by them as remuneration for services in supplying churches, and unless there shall be special need, which the Committee shall determine, all sums so received shall be counted as a part of the Home Salary.

The Salary of New Missionaries.

28. The salary of new missionaries begins on the arrival at their stations, and ends when they leave their stations on their return to this country or on the termination of their connection with the Committee.

Salaries shall be paid to the missionaries at the end of each month, so far as practicable, and all such accounts must be closed at the end of the fiscal year, March 31st.

In case of a missionary left a widower with children and keeping house, and of a widow similarly situated, the salary shall be specially arranged in view of all the circumstances.

Medical Expenses.

29. Ordinary medical expenses are paid by the Executive Committee, provided such expenses are incurred with the ap-

proval of the Committee for missionaries in this country, or of the Mission for missionaries on the field. For convenience the Mission may at its option appoint a sub-committee with authority to grant or withhold such approval. Bills for dental work are not included in this provision.

At stations where medical missionaries are laboring under commission from the Committee, they are regarded as the physicians of the missionary families connected with the Committee, to render them service without charge, and the Committee does not engage to be responsible for expense incurred in seeking medical aid elsewhere. Where there is no medical missionary or other physician, the Committee will be responsible for expense incurred in reaching or obtaining the nearest competent physician or surgeon. At stations where there is no medical missionary of the Committee, an allowance for medical attendance will be made, the amount to be included in the estimates as a station appropriation. When in exceptional cases this amount is necessarily exceeded, an application in regular form for special appropriation may be made to the Committee.

Provision in Case of Death.

30. In case of death in a missionary's family the salary or allowance appropriated by the Executive Committee shall continue for a period of four months.

In order that some provision may be made for the family of a missionary who may die in the service, leaving a widow, or a widow with dependent children, or dependent children without a widow, said survivors of such deceased missionary shall be paid the following annuities for a period of six years if they live so long. Where the deceased leaves only a widow, she shall receive \$300.00. If he leaves a widow with dependent children, they shall receive \$400.00. If he leaves only dependent children, they shall receive \$300.00. (See Minutes General Assembly, 1890, page 30) .

Vacations on the Field.

31. Missionaries are expected conscientiously to care for their health, taking such rests and vacations in the vicinity of their mission fields as are deemed expedient. Such brief vacations as may be necessary for the best interests of the work are to be determined, as to the period and duration, by the Mission, on a basis submitted by the Mission and approved by the Executive Committee.

Furloughs.

32. While the missionary work is regarded as a life service, occasional furloughs should be taken, for purposes of physical recuperation, mental and spiritual re-invigoration, special study in the line of one's special work, and the dissemination of information and interest in the home churches.

The frequency with which furloughs should be taken depends largely on the character of the climate and other special features of the field in which the missionary works. Wide differences in these respects make any uniform term of service for all fields impracticable.

The minimum terms of service and furloughs for our different Missions at present are:

For China, Japan, Korea and Southern Brazil, one year of furlough with full traveling expenses after seven years of service. For single women the term of service is six years.

For Northern Brazil, one year of furlough with full traveling expenses after five years of service.

For Africa, for the first term, one year of furlough, including time of travel, with full traveling expenses, after three years of service. Subsequent terms after four years of service.

In Mexico and Cuba three months' vacation is allowed every two years. The missionaries pay their own traveling expenses during vacation and are paid their usual field salaries while at home.

The limited supply of missionaries in almost every field, the serious interference with the work which furloughs involve, and the additional burdens which they lay upon already over-worked colleagues, as well as the heavy expense which they entail, render it desirable that furloughs should be limited to the reasonable necessities of each case. A missionary is not to assume that he is to take a furlough at the expiration of the minimum term of service for his Mission, irrespective of his physical condition and the judgment of the Mission as to the needs of the work.

In cases where a missionary shall have been on the field longer than the usual term and his wife for a period shorter than the term, or vice versa, it shall be allowable to fix the minimum term of service at a medium or average point for the two.

Special Causes for Return.

Any other leave of absence than the furlough thus provided for must be by vote of the Executive Committee on recommendation of the Mission, except where a critical condition of health or the adjustment of conflicting furloughs does not admit of delay. In such cases the approval of the Mission will be deemed sufficient, the action to be promptly reported to the Executive Committee with medical certificate. This medical certificate must be signed by the medical missionary at the station, where there is one. Where there are a number of medical missionaries near enough together to have a consultation, it shall be on the recommendation of such a consultation that missionaries shall be ordered home on account of ill health.

Medical Certificate Upon Arrival and Before Return.

33. Missionaries, when they arrive at home on furlough, are to have a thorough medical examination, in order to discover any possible weakness requiring medical attention, and another before returning to the field. A sufficient portion of their furlough is to be spent in rest and recuperation to insure their return in the best physical condition.

34. The Executive Committee cannot assume the responsibility of bringing missionary families home to the United States on account of the health of children. It provides for the regular furlough of missionaries, for their return on account of their own health when necessary, and when they withdraw from the work for reasons satisfactory to the Committee.

The Executive Committee expects that each missionary return promptly to his field after the regular term of furlough has elapsed; earlier or later returns being allowable only by special permission of the Executive Committee. The Treasurer of the Executive Committee will cease payment of home salary at the expiration of the term of furlough unless the furlough has been extended by action of the Committee.

35. It is desirable that missionaries on furlough should spend part of their time in further preparation for their work, the courses of study pursued having special relation to the missionary's particular work. When the institution and courses of study selected have been approved by the Committee, an appropriation will be made to aid in meeting the expense involved, the amount to be determined by the necessities of the case.

Return From the Field.

36. Missionaries in returning home should bring a statement of accounts from the Mission Treasurer or Station Treasurer, such statement to cover the salary account and other accounts, and funds furnished for traveling expenses. Immediately after arriving in the United States they should report to the Treasurer of the Executive Committee a full statement of traveling expenses; also home address, with names and ages of all children under twenty-one years, except in case of married daughters.

Retiring Allowances.

37. When superannuated or disabled missionaries return finally to this country, with the approval of the Executive Committee, the Committee will make such grant for their support as

the circumstances in each case may require and the resources of the Committee allow—it being understood :

(a) That no permanent pensions or annuities are to be settled on any one, and that all grants made are subject to renewal or otherwise, as the Committee may determine, at the close of each year.

(b) That except in extraordinary cases, after the lapse of three months after their return, no grant is to be made to returned missionaries who are neither superannuated nor disabled by sickness and yet are not expected to return to the field.

Home Salary.

38. The salaries of missionaries in this country on furlough are, for a man and his wife, \$1,100; for a single man or woman, \$550.00. In case of necessity these amounts may be supplemented by special grants.

Children of Missionaries.

39. The Committee defrays the expense of the journey of the children of missionaries to this country under the age of eighteen, provided that the number of single trips of any child between this country and the foreign field for which the Committee shall be responsible shall not exceed five; but it does not engage to meet the expense of their return after the age of eighteen to the country from which they came, unless they go out as missionaries under appointment by the Committee.

Withdrawal of Missionaries.

40. In case of the withdrawal of a missionary from service for reasons considered valid, the Executive Committee will pay the expense of return home by the shortest route within a year, and may make a temporary grant for such persons if deemed necessary.

41. As furloughs, while primarily contemplating the health of the missionary, have reference also to the better equipment of missionaries and the advantage of the mission cause in the

church at home, it is usually desirable that they be spent in the United States. Any missionary wishing to spend part of the furlough in foreign countries is expected to correspond with the Committee before leaving the field with reference to the time to be so spent, and the date at which the home allowance shall begin.

As the Committee pays the travel expense to the home of the missionary, it is necessary that the domicile be stated when rendering the travel account, and that the journey thereto be according to the provision of Paragraph 20.

If the missionary has no settled home in the United States, then the domicile shall be considered that place at which he spends the greater part of his furlough, and not the farthest point to which he may travel in making visits among relatives, friends, or churches.

Traveling on Furlough.

42. The Committee defrays the expense of missionaries returning on furlough by the usual direct route from the station to the home of the missionary in this country. The alternative proposition of Paragraph 20, regarding journey to the field, is available for the home journey as well.

Recall of Missionaries.

43. A missionary may be recalled for incompetence, for neglect of duty, for disobedience to instructions, for immoral conduct, or on account of continued ill health. The reasons for such recall must be of record by the Committee to come with its Minutes before the General Assembly. If the missionary feel aggrieved, he has the right of appeal to the General Assembly.

Special Objects.

44. Funds specially contributed for special objects must always be forwarded to the Treasurer of the Committee to be forwarded by him to the Mission Treasurers. When the amount contributed to any special object, whether salary or Annual Cost Fund of missionaries or support of work, exceeds the amount appropri-

ated by the Committee for that object, the balance shall be retained by the Treasurer subject to the order of the contributor, and shall not be used by any Mission either for salary or other work, unless specially appropriated for that purpose by the Committee.

Correspondence From the Field.

45. Missionaries specially supported are expected to correspond with the churches, societies or individuals supporting them. The importance and faithful discharge of this duty cannot be too greatly emphasized. The burden which it imposes on the missionaries is amply compensated by the interest in them and the sympathy with them in their work resulting from it. All missionaries are encouraged to correspond freely with the Committee as to their work.

46. Mission Secretaries should address all official correspondence to the Secretary of Foreign Correspondence. All action of the Executive Committee is officially reported to the Mission by the Foreign Department. As a rule, all missionary correspondence with the Committee is held with the Foreign Department, where all such correspondence is filed.

Missions and missionaries in transmitting matters requiring Committee action are requested to transmit them in strictly business communications, distinct from matters of general missionary interest. After each Mission meeting, the Secretary of the Mission shall make a separate list of such acts of the Mission meeting, and transmit them as promptly as possible to the Committee in a separate communication.

IV.

THE MISSION.

47. In every separate field there is a Mission, technically so called. It is composed of all the male missionaries on the field.

Organization.

The Mission shall be organized with Chairman, Secretary and Treasurer, and shall transact its business according to the ordinary rules of parliamentary bodies. No native ~~can~~ become a member of the Mission except by appointment of the Executive Committee on the recommendation of the Mission.

Meetings.

Regular meetings of the Mission shall be held at least once a year, and all missionaries are required, when possible, to attend the meetings, and to make written reports of their work on blanks furnished by the Mission. A full and accurate record of the proceedings shall be kept, any portion of which may be reviewed by the Executive Committee when deemed necessary, or when the Committee is requested to do so by any member of the Mission.

Special meetings may be held, subject to such rules as each Mission may provide. But the action taken at such meetings shall be subject to revision by the next regular meeting.

In regular and special meetings, at which a quorum is present, all questions shall be decided by the vote of a majority present and voting, subject, however, to the following provision:

Except upon a motion affecting his own location, no missionary shall be allowed to vote who has not been one year on the field, and has not satisfactorily passed the examination prescribed for the first year.

In any matter directly affecting the work of any unmarried woman missionary no action shall be taken until she has first been informed of the proposed action, and has had opportunity to submit her views on the subject to the Mission.

Rules.

48. Each Mission shall be at liberty, and is advised, to adopt such system of rules as in its judgment is best calculated to promote the regularity, economy and effectiveness of its work, *provided* that nothing in such system or particular rules shall

in any way conflict with the rules of the Executive Committee as contained in the Manual. Copies of the Missions' rules should be sent to the Executive Committee for its information.

Reports.

49. In addition to the usual correspondence which is expected of missionaries, there should be in every Mission a regular correspondent to gather the news of the progress of the work and report at least quarterly to the Executive Committee for the information of the Church.

Language Study.

50. The Committee regards the ability to write, but especially to speak the native language as an indispensable qualification for missionary service. To aid in securing this, the several Missions are required, through a competent committee, to provide for proper language instruction and to examine all new missionaries at the close of the first and second years of service, and at such other times as the Mission may deem wise, as to their knowledge of the native tongues, and report the result to the Secretary of the Committee having charge of Correspondence with the Mission. The Mission is instructed to withhold from new missionaries the right to vote in Mission meeting until they have passed examinations satisfactory to the Mission, showing commendable progress in the mastery of the vernacular. But the Mission shall have authority to modify this rule in exceptional cases.

Ad-Interim Committee.

51. The Mission may, if the needs of the work seem to demand it, appoint an ad-interim committee, consisting of three or five of their number, with not more than two from one station. This committee may transact such urgent business as may require action between meetings of the Mission. But its action must be submitted to the Mission at its next meeting. Through this ad-interim committee any communication may come orderly before the Executive Committee.

Comity.

52. It is a principle with the Executive Committee that its Missions and missionaries seek to maintain friendly relations with those of other Societies, and especially that they associate themselves as closely as possible with those of like faith and order laboring in the same field.

Relations to Governments.

53. Missions and missionaries should carefully abstain from all interference with the political affairs and institutions of the people among whom they labor, and in the prosecution or defense of lawsuits. While their good offices may be used to promote a peaceful settlement of difficulties, extreme caution should be exercised in invoking the intervention of consular or diplomatic agents of their own or other governments.

Business Dealings with Outsiders.

54. Unless authorized by the Mission in cases of emergency, no missionary shall borrow money of natives or foreigners in mission fields, either for himself or for his missionary work. The Executive Committee cannot be held responsible for such obligations.

No missionary shall make commercial investments of any kind in the country where he serves, without the knowledge and approval of the Executive Committee, nor should he under any circumstances make personal loans as investments to the natives. Every missionary should keep himself as free as possible, consistently with necessities growing directly out of the missionary work, from business relations and complications with the people dwelling in the country where he is located.

Appeals.

55. The Executive Committee, while reserving the right to revise, approve or annul the decisions of the Mission, yet earnestly desires and hopes that questions relating to the general conduct of the Missions or the work of individual missionaries

may be satisfactorily settled on the field. The right, however, of each missionary is fully recognized to appeal to the Executive Committee from a decision of the Mission by which he may feel himself aggrieved, or which he may conceive to be injurious to the work.

Every missionary so appealing shall give to the Mission due notice of his intention, and shall file with it a copy of all papers which he proposes to send to the Executive Committee, in ample time for the Mission to prepare a reply, of which he shall also receive a copy.

Pending the Executive Committee's decision in such a case, no action shall be taken, unless imperatively demanded, which will change established conditions, the appeal in all ordinary cases operating as a "stay of proceedings." When, however, action of some kind seems to be imperative, the Mission shall immediately make full report to the Executive Committee of the fact and nature of the action and the reasons therefor.

Duties.

56. The Mission has general care and supervision of all missionary work within its limits. At its regular stated meetings it shall designate the particular work of each missionary, provided that has not been previously done by the Executive Committee. It shall consider the opening of new stations, or the entering on new work, on which it is to make recommendation to the Executive Committee for final action.

57. The Mission shall apportion all appropriations for the work of the Mission except such as are specially designated by the Executive Committee. Any funds given by friends living in the vicinity of the Mission or elsewhere, for any particular purpose connected with that Mission, and not intended to be acknowledged as general missionary funds, are to be applied by the Mission according to the wishes of the donor, unless the proposed expenditure be deemed unwise, in which case it shall correspond

with the donor on the subject, holding the funds subject to his order.

Property.

58. The Mission is to have charge and management of all property in the field acquired for the benefit of its work.

No property exceeding \$250.00 in value is to be purchased or sold, nor any buildings erected without the sanction of the Executive Committee. None of the Committee's property is to be mortgaged or assigned for any debt. All property given or purchased for the Committee shall be at once transferred to it, or be held in trust for it.

Gifts on the field or from sources outside of the Committee's treasury for the erection of buildings on the property of the Committee, or for enlarging or improving buildings already in use, or for acquiring new property, should be reported to the Committee, and before these gifts are expended full plans of the improvement contemplated should be submitted to the Committee for its approval.

Title deeds of any property are to be duly recorded in the way required by the Government within whose territory the Mission is located. Copies thereof, with diagram of land and buildings, must be sent to the Committee's Treasurer.

All repairs on buildings shall be included in the general estimates, and no enlargement or alteration involving expense shall be made without the concurrence of the Property Committee, and, if amounting to more than \$250.00, the sanction of the Committee.

Each year all stations should forward to the Committee's Treasurer, upon blanks furnished for such purpose, all details of new property acquired or buildings erected.

Missionaries who expend funds belonging to the Committee, or who in any way involve the Committee in financial obligations, without its consent, will be held personally responsible for the amount involved.

Sale and Rent.

59. Property not in use and not likely to be needed for missionary purposes should be disposed of as soon as a fair price can be obtained. Sales are to be authorized by the Missions or property committees on terms approved by them and confirmed, in the case of real estate, by the Executive Committee. The proceeds of such sales should be reported to the Committee, and credited at once. Where property unused by the Committee cannot be sold, it should be rented as advantageously as possible and the proceeds reported to the Treasurer of the Committee. In such cases the character of the tenant and the proposed use of the property are to be carefully considered.

No equipment work shall be begun or debts therefor contracted by the Mission until plans, specifications and estimates have been submitted to the Executive Committee and approved. After the funds have been received by the Committee and permission given the Mission to begin work, monthly statements of progress must be made by the Mission to the Committee. When the work is completed, a full statement of land, building and equipment, with the cost thereof, must be filed with the Executive Committee to be kept in its permanent records. The permanent equipment account must be kept by the Mission separate from the Mission budget account, and the balance on hand at the end of each year reported to the Executive Committee.

Estimates.

60. At the Annual Meeting the Mission shall prepare a careful estimate of the probable necessary expense of the work for the year beginning on the first of April following the date of the Annual Meeting. Where there is more than one station in a Mission, each station shall prepare its estimates to be submitted at the Annual Meeting for detailed consideration and recommendation.

Objects Included.

The estimates should indicate:

First, what is needed for the maintenance of the work already undertaken, the amount not to exceed the grant for the same work the preceding year; and, second, what is needed for any new work the Mission wishes to undertake, such work to be specifically described. In recommending appropriations for new work, such as the sending out of new missionaries, the purchase of property, the opening of new out-stations, or the establishment of schools or hospitals, the Mission shall indicate the order of their importance.

The estimates should be promptly forwarded to the Treasurer of the Committee, and will be acted upon by the Committee as promptly as possible. Pending such action, the Mission is authorized to proceed with all expenditures included under the first class, and the Treasurer will remit accordingly, but may not enter upon the expenditures included in the other classes without authority from the Committee.

In making these estimates the Mission will follow the classification of expenditures as arranged by the Committee, and will use the estimate blanks provided by the Committee.

61. In planning its work for the ensuing year, each station shall consult with the proper agents of the native church with the view of securing the assumption by the native church of its proper share in and responsibility for the support of the work.

In case any work is partly supported by receipts on the field, a tentative estimate of such receipts should be sent to the Committee. Should the actual receipts exceed the estimated receipts, the gain shall accrue to the treasury of the Committee. When, however, the excess is due to an unforeseen enlargement of the work—for example, to more paying pupils in schools or patients in hospitals—it shall be allowable to apply so much of the excess as may be necessary to meet the increased cost of the work due to this enlargement. But this shall not be understood to impose

upon the Committee any obligation to increase the grants from its treasury for the work.

Emergency Estimates.

62. The Mission should include in its estimates a tentative estimate of the amount required for emergency health returns during the year.

After the estimates are sent to the Committee, special requests for grants cannot be entertained except in extraordinary cases. When such cases arise they should be submitted to the Mission, either at a Mission Meeting or by circular letter, and forwarded to the Committee with the Mission's recommendation. The approval of such requests by the Ad-interim Committee of any Mission will be adequate when such committee exists.

63. As the Committee must render annual reports to the Church of its expenditures on the foreign field, the various Missions must consider each year's appropriation as available only during the year for which they are made.

Special Appeals.

64. The direct or indirect solicitation of funds by missionaries on the field or on furlough, to be used as extras or specials for their local work, over and above the amounts called for in the regular budget, is contrary to the policy and orders of the Executive Committee. In case missionaries have private knowledge or information which in their judgment justifies a departure from this policy, the Executive Secretary must be consulted, the letters of solicitation must be submitted to and transmitted through him, and the amounts so secured must be treated and credited as part of the regular budget unless expressly ordered otherwise by the Executive Committee.

Missionaries are not permitted to solicit funds for permanent equipment specials until such appeals and their objects have been approved by both the Mission concerned and the Executive Committee. The correspondence shall be transmitted through

the Executive Secretary, and the donors shall be apprised of all particulars.

65. All money not paid through the Treasurer of the Committee, but received for the work by missionaries from churches or other organizations or from individuals, should be reported through the Mission Treasurers. Wherever consistent with the will of the donor such gifts should be applied to the regular budget of authorized expenditures for the year until this has been wholly met. But if this is not allowable, the Committee considers it but just to the Church and to the givers themselves and to the work as a whole that all gifts going out to the field should be reported to the Mission Treasurer, and the Mission Treasurer make report to the Committee, showing:

- (a) All gifts passing through his hands for special purposes.
- (b) As far as possible, all gifts not passing through his hands but received and expended by individual missionaries for the work.

Liberty of Transfer.

66. Any Mission or station is at liberty to make necessary transfers in the annual appropriations, as sent by the Committee, within any one class, except within the following:

"Missionaries on Field," "Missionaries Not on Field," "New Missionaries," and "New Property." When necessary, transfers from one class to another may also be made within the fiscal year if approved by the Mission or Ad-interim Committee of the Mission. This liberty of transfer is allowed upon the following conditions:

First—That each Mission will be responsible for bringing its expenditures for the year within its appropriations, and that any overdrafts will be charged against the appropriations for the ensuing year.

Second—That where, at the end of the year, any Mission closes its accounts with a balance, this balance shall be reported to the Committee and be applied towards meeting the appropriations

for the new year, reducing by so much the amount to be sent out by the Committee.

It is, of course, expected that the Mission will take into due consideration any association of particular objects with special givers in this country, and will not needlessly disturb such relations. But, if, in the judgment of the Mission, the interests of the work are seriously involved, the Committee will support the Mission in assigning to such objects their proportionate share of any reduction, and the Committee will take up with the givers at home any difficulties which may arise.

Annual Report.

67. The Mission shall send annually to the Executive Committee a full historical and statistical report of the work for the twelve months ending at such date as the Mission considers most suitable. This report *should not be mainly a collection of extracts from station reports and from personal reports of missionaries made to the Mission*, nor should the duty of preparing it be assigned to members of the Mission in rotation, but only to those who are known to have gifts for such work.

Each Mission should appoint annually a carefully selected committee for this purpose, the name of whose chairman should be immediately forwarded to the Executive Committee. To this select committee all individual and station reports should be submitted, and by it a revised and condensed report based upon these, covering the whole field, and embracing such other matters pertaining to the interests of the Mission as may properly claim their attention, should be prepared. That part of the Annual Report which gives in figures a general summary should be made out on the statistical blanks furnished by the Committee, and should give the proper numeral for every item of information asked for regarding the condition and work of each station and of the Mission as a whole.

The Annual Report thus complete should be forwarded to the Executive Committee so as to reach the office not later than February first. The importance of this matter is such that failure

to send a complete report, or to send it in time to reach the Committee by the appointed date, will be considered so serious a dereliction of duty as to require immediate investigation by the Executive Committee.

Mission Treasurer.

68. The Mission shall elect a Treasurer at its Annual Meeting, or when a vacancy occurs, said Treasurer to assume his duties at the time designated by the Mission, the election to be reported to the Committee. It devolves on the Mission Treasurer to preserve carefully all deeds of Mission property and other legal papers not transmitted to the Committee, to keep in official books, procured at the Committee's expense and to be the property of the Committee, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all official correspondence properly belonging to his department. His books must be open to inspection by any member of the Mission at any reasonable time.

The Mission Treasurer is the agent of the Committee for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Committee for all funds forwarded by him. These funds must be kept in a bank or other safe depository approved by the Mission. They are not to be loaned under any circumstances. No financial obligations must be assumed on behalf of the Committee without its consent, and it is within the proper right of the Committee to repudiate any such obligation. The acceptance of funds for deposit and investment of same in any form of security must be avoided. The advancing of funds for the construction of chapels or in behalf of any individual, however urgent might appear to be the necessity, is unwarranted.

The principle of the above paragraph is to be strictly construed, there being no warrant for disbursements beyond the limit of appropriations, except in cases for which the Manual provides.

The Mission Treasurer is also the agent of the Committee to enforce any rules governing the use of revenue derived from

such sources as tuition fees, medical fees, press earnings, premium on exchange, etc. Such funds must be paid to him and be by him reported to the Treasurer of the Committee.

He will also examine and check traveling accounts presented by missionaries upon their arrival on the field, calling the attention of the traveler to any items incorrectly reported.

69. The Treasurer of the Committee is directed to remit to each Mission Treasurer the amount appropriated for his Mission for the fiscal year, and only that amount. This appropriation is to be forwarded regularly, preferably in monthly instalments. Bills of exchange are to be negotiated by the Mission Treasurer only as necessity requires, even though the rate of exchange may seem to make it desirable; and no large balances of cash should be kept on hand or on deposit.

The receipt of such remittances is to be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Committee through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its Annual Meeting. This committee shall meet to audit the accounts of the Mission Treasurer as soon as possible after April 1st of each year.

In auditing the accounts the committee of the Mission is expected not only to examine the footings and vouchers for each payment, but also to report whether the disbursements under appropriation were made in accordance with the direction of the Executive Committee. The audit should include an examination of the cash in bank. A report of the committee of the Mission certifying that audit required by this paragraph has been made and the results thereof should be forwarded to the Treasurer of the Committee. The Treasurer of the Committee may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements in American gold, but the full detailed statement of the Mission must be rendered once each year, which statement must show all unused appropriations and cash balances.

The general control of these funds is entrusted to the Mission, subject to the direction of the Committee, but the funds must be used substantially in accordance with the appropriations as made, and the Mission can in no case exceed the amount appropriated without special authority being obtained.

Station Treasurer.

70. Station Treasurers shall be annually appointed by each station, or where the Mission shall prefer, by the Mission, and the names reported to the Committee, save in those Missions where the Committee provides for the discharge of those duties by the Mission Treasurer. They are the financial agents of the Mission for their several stations, with powers and responsibilities in their respective spheres similar to those of Mission Treasurers. They must submit reports to the Mission Treasurer as he does to the Committee Treasurer, such reports to be open to the inspection of members of the station and to be duly audited by a committee of the station.

The Mission Treasurer shall devise reasonable rules to secure from station treasurers proper accounts, such rules to be approved by his Mission and a copy sent to the Treasurer of the Committee.

Purchases and Money Orders.

71. The Treasurer of the Committee is authorized to make purchases for the missionaries, but all charges, including freight, shall be deducted from the salary of the missionary. The Treasurer shall require such form of order for goods as will bind the missionary, and inasmuch as the Committee is asked to advance money on such orders the Treasurer on the field must issue the order for the payment of all such sums on orders not negotiable.

The Committee's Treasurer may receive and transfer to the field funds sent him for the private use of missionaries, and in turn pay upon authority funds transferred to him by the missionaries.

Such transfers will be made under rules which he may make, but shall only be made for actual value received, and shall not be made by negotiable drafts.

TREASURER'S ANNUAL REPORT.

72. As the Committee for the purposes of its Annual Report to the General Assembly closes its books on March 31st each year, the Treasurer shall require from the Mission Treasurers such reports as will enable him to prepare his report.

At the end of the year (March 31st) all unexpended balances and unused appropriations revert to the treasury of the Committee.

The Treasurer is, however, authorized to allow proper payments from balance, if any, for work actually done during the year under the appropriations of that year, though the accounts are rendered after the year is closed.

Aim of Work.

73. The great end of missionary life and service is the preaching of Christ and Him crucified to the heathen peoples. All forms of missionary work must be subordinate to this end. The Executive Committee will, therefore, sanction no methods of missionary effort except as they contribute to a wider and more effective proclamation of the gospel. And the Missions in all their recommendations and policies are charged to keep this chief end in view.

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